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Reserve Officers' Training Corps

PLANNING AND CONDUCTING THE DINING-IN

Summary. This pamphlet provides command policy and procedural guidance for the standardization and execution of the Dining-in.

Applicability. Guidance contained in this pamphlet applies to all personnel assigned to all elements of U.S. Army Cadet Command. Department of the Army directives take priority in case of conflicts between them and this regulation.

Suggested Improvements. Send comments and suggested changes on DA Form 2028 through channels to Commander, U.S. Army Cadet Command, ATTN: ATCC-T, Fort Monroe, VA 23651-5000.

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Chapter 1

Introduction

1-1. This pamphlet is a guide for those who plan, conduct, or participate in a military Dining-In. Although it is intended as a comprehensive guide, local resources, unit traditions, and command desires may require additions, deletions, or changes to the procedures listed herein.

Chapter 2

Rationale Behind the Dining-In

2-1. The Dining-In. The Dining-In is a formal dinner held by a military unit or organization. The rationale prompting the event may vary. The dinner may be held to welcome new arrivals or to say farewell to departing personnel; to recognize the achievements of an officer, a dignitary, or a unit; to build and maintain esprit de corps among the officers of the command; or to take advantage of the availability of a distinguished guest to speak.

2-2. The Dining-Out. Some units occasionally invite spouses and allow single officers to bring "dates". This is an excellent opportunity to introduce these people to the Army's history, customs, and traditions, and their attendance often stimulates greater interest and participation in the event. When spouses and "dates" are included, the dinner is referred to as a Dining-Out.

2-3. Motivation for Attending. The motivation for attending the Dining-In should be a sincere desire on the part of assigned personnel for camaraderie and perpetuation of a tradition; not the coercion of a command performance. The real benefit of the dinner comes from wanting to attend, not having to attend.

Chapter 3

Planning the Dining-In

3-1. Considerations. The reason for the Dining-In and the kinds of guests invited will influence the overall planning process and the conduct of the affair. For example, if a foreign dignitary is to be welcomed at the dinner, special attention must be given to specific points of protocol: a flag of the dignitary's country must be acquired for display; and an appropriate toast must be planned for the head of state of the guest's country. If spouses are invited, their attendance must be considered in the formation of the receiving line, the arrangement of tables and chairs, and the selection of entertainment and games.

3-2. Keys to Success. Regardless of the reason for the Dining-In, the key to a successful execution of the program is proper organization and meticulous planning, which can only be accomplished by organizing committees and assigning tasks early in the planning process.

3-3. Organization and Responsibilities of the Dining-In Officials and Committees. Two individuals are responsible for the successful execution of the Dining-In. They are the President of the Mess and Mr. Vice. The President is normally the commanding officer of the unit or organization holding the Dining-in. He presides over the dinner or appoints his second in

command as the ex officio presiding officer. The President of the Mess or his presiding officer appoints Mr. Vice. In the selection process, the appointing authority should seek a Junior officer with keen wit and a fine sense of repartee who can stimulate table conversation.

3-4. Duties of the President of the Mess or his Presiding Officer. The President of the Mess or his presiding officer oversees the entire organization and operation of the Dining-In. For the purpose of continuity and clarity, the term "President" will be used throughout the remainder of this chapter to denote the person responsible for planning and presiding over the Dining-In.

a. In addition to appointing Mr. Vice, the President sets the date and place of the Dining-In, obtains the speaker, designates a host, and appoints persons or committees to handle the arrangements, food, and protocol for the event.

b. During the Dining-In, the President greets all guests before dinner, opens and closes the mess, presides over the mess throughout the evening, introduces the guest speaker and honored guests to the mess, and calls upon Mr. Vice to perform any duty deemed appropriate for the conduct of the affair.

3-5. Duties of Mr. Vice. Mr. Vice plays a key role in planning the event and assists the President of the Mess in ensuring the success of the Dining-In.

a. Before the event, he monitors the activities of the planning committees to keep himself abreast of the progress of the preparations phase. Moreover, he performs specific duties as assigned to him by the President. He may be called upon to handle reservations, plan the entertainment, select the menu, and supervise the cleaning of the unit silver. He also ensures that the unit trophies and souvenirs are ready for display and that all colors and standards are available and in good order.

b. During the Dining-In, Mr. Vice assembles the members of the mess at the specified time by sounding the dinner chimes. He makes the appropriate toasts and provides poems, witticisms, and limericks relating to personalities present at the dinner. These recitations will be done in good taste so as not to embarrass the persons to whom they are directed. Mr. Vice tests the meat course before it is served to the other members of the mess and announces whether or not it is fit for human consumption. Moreover, he is the only member of the mess who may address items of interest to the mess members without the President's permission. He is the first to arrive and the last to leave the mess. Mr. Vice is seated at the end of the banquet hall facing the President of the Mess. If possible, he should be provided his own table.

3-6. Appointment of Planning Committees. As required, committees are appointed by the President to assist in the planning and execution of the Dining-in.

a. The most important committees are those for dining room arrangements, mess arrangements, program, transportation, and protocol. The duties of each of these committees are explained in the appropriate subheadings below. Also, a checklist for each committee is at appendix A. The President designates a chairman for each committee and assigns the number of officers to each committee to perform the tasks. The committee chairmen report to the President periodically on the progress of their committees.

b. The President assigns hosts or escorts to contact the invited guests before the Dining-In to inform them of the mess customs, dress, agenda, and other requirements as appropriate. If required, they arrange for transportation and quarters for the guests.

3-7. **Selecting a Date and Location.** Before the planning gets under way, a suitable date and location must be selected for the Dining-In. The best time for a formal dinner is Friday or Saturday night, and the best place at a military post is the local officers' open-mess. If a military post is unavailable, any banquet facility with a staff accustomed to catering formal dinners will suffice. Military mess personnel are more experienced with Dining-In procedures and familiar with military customs and traditions. Also, care must be taken to ensure that the Dining-In does not conflict with some other social event scheduled at the club at the same time. A second event might detract from the ability of mess personnel to support the Dining-In effectively.

Dining Room Arrangements

3-8. **Table Arrangement and Seating.** The table arrangement for the Dining-In depends upon the facilities available and on the number of attendees. The tables may be round, square, or oblong and positioned in one of several configurations depending upon the layout of the dining area. The head table, however, should be a long rectangular table, and no one should be seated across from the persons at the head table. So that all members of the mess have sufficient elbow room, tables should not be crowded. Moreover, sufficient space should be left between tables to allow waiters to carry out their duties.

a. Regardless of the table arrangement, special attention must be given to the layout and seating of the head table to preclude embarrassment to the command. The President sits in the center with the most distinguished guest at his right. The next most distinguished guest is at his left and so on alternately across the head table until all are accounted for in order of relative rank or importance. If the President is not the commanding officer of the unit, he still sits in the center with the most distinguished guest at his right and the commander to his left. The other guests are alternated to the president's left and right in order of rank. It is customary for all guests to sit at one table, however, school faculty and staff not categorized as "distinguished guests" should be integrated into the overall seating arrangement. This will preclude them from feeling isolated and will enhance their experience of the event.

b. Protocol for seating civilian or foreign guests dictates governmental, ecclesiastical, and diplomatic precedence. Some key points to consider are as follows:

- (1) A younger official takes precedence over an older one when the younger occupies a higher echelon.
- (2) Military officers and noncommissioned officers are positioned by grade or rank.
- (3) The guest of honor might not be seated in the ranking position unless his rank justifies it or unless the highest ranking guest concedes his position.
- (4) When guests with no official rank are present, their places are determined by age, prominence, linguistic ability (when foreign persons are present), and congeniality. Nonranking guests may be placed between those of official rank in the most congenial way for all concerned.

c. Special attention must also be given to seating members of the other military services who are in attendance. If the officers all belong to the same service, they are seated by rank. If they are from different services, they are seated by rank in order of precedence of the service. For example, a colonel of the Army takes precedent over a colonel of the Air Force. If there are guests of honor from the services of Allied nations, they are seated in the guest positions by rank; they are not considered in the overall seating by rank.

d. Although military protocol recommends that the other members of the mess be seated according to seniority, it is a good practice to seat by organization. Each unit should be assigned its own table with the unit commander responsible for deciding the seating arrangements for his table. Using a modified "E" configuration with the tables perpendicular to the head table, all units will have some members adjacent to the head table. This procedure also allows the subordinate commanders to sit with their units, and their presence enhances control during the event.

e. Mr. Vice should be seated at the foot of the other tables of the mess, preferably at his own table.

f. To prevent confusion and wandering about in the dining area, a diagram depicting the location of tables and names of persons seated at each table should be promptly displayed near the entrance to the dining room. The seating chart should be neatly prepared and easily understood. Moreover, place cards should be prepared and positioned at each table setting. These place cards can be coded to identify the dinner selection to the servers. This will facilitate the serving process and help the event to run smoothly.

g. At Dining-Outs, where spouses or "dates" attend, the guest of honor's spouse is seated to the right of the President; the second ranking spouse is to his left. The president's spouse is seated to the right of the guest of honor. The spouses of the members of the mess are seated to their right.

3-9. Table Settings. The formal table is set with sterling silver, a damask cloth, fine china, and crystal glassware. There should be a centerpiece of flowers flanked by silver candlesticks or candelabra.

3-10. Flag Displays. At the Dining-In, all flags are initially displayed to the rear of the receiving line. The flag line is arranged in order of precedence with the flag of the United States at the right of the receiving line, the observer's left, regardless of the order or location of persons in the line.

a. In the dining room, the national colors and distinguishing flags are displayed in the flag line arranged in a centered position behind the head table.

b. The colors and flags are normally displayed in a row, arranged in order of precedence, with the colors of the United States at the left of the line (as seen by observers). If the colors and flags are grouped and displayed from a radial stand, the colors of the United States will be in the center and at the highest point of the group. The colors of the United States will always be displayed when foreign national flags, state flags, the United States Army flag, and other organizational colors are displayed.

c. The order of precedence of national colors and distinguishing flags are as follows:

(1) The colors of the United States.

(2) Foreign national colors (displayed in English alphabetical order)

(3) The flag of the President of the United States.

(4) State flags displayed in the order that the state was admitted to the Union.

(5) Military organization colors in order of precedence or echelon. When more than one service color is represented, the order of service creation is used. The order is Army, Marine Corps, Navy, and Air Force.

(6) Personal flags in order of rank. Only one general officer star flag per grade is displayed regardless of the number of general officers present in that grade. When more than one service is represented, star flags from each service are displayed with the flag of the senior officer(s) preceding the others.

Mess Arrangements

3-11. Cocktails. A predinner cocktail period provides an excellent forum for fellowship and allows the President the opportunity to circulate among the guests. The period is for lighthearted conversation and entertainment. Conducted in an area separate from the dining room, it should not exceed 30 minutes.

a. During the cocktail period, it is customary for each member of the mess to greet the President. Although it is the specific responsibility of the President to greet each official guest as he arrives, it is also the duty of all members to introduce themselves and extend their amenities to each of the guests.

b. During the cocktail period, conversation should be short and light. Each mess member should attempt to talk with as many comrades and guests as possible.

c. Some organizations serve a special punch during the cocktail period. It must be remembered, however, that the consumption of alcoholic beverages are authorized only if approved by the brigade commander (includes both the cocktail period and the punch ingredients). The description of a Punch Ceremony is at appendix B.

d. At the conclusion of the cocktail period, Mr., Vice signals for the commencement of the dinner. The mess members, except those seated at the head table, retire immediately to the mess and stand behind their chairs. Drinks, cigarettes, cigars, and pipes will not be carried into the dining room,

e. When the members of the mess are assembled, the President, with the honored guest on his right, leads the other members of the head table into the mess. When they are in coalition, Mr. Vice reports to the President that the members of the mess are assembled. The President then orders the appropriate customs such as posting of the colors, toasts, and other formalities that initiate the program.

3-12. Menu. Although the Dining-In is a formal occasion, it is not a cold and formidable affair. The food served at the function should be of the best quality, be expertly prepared, and be served in an efficient and timely manner.

a. The dinner may consist of from three to seven courses depending on the facilities available and the expenses deemed appropriate. Customarily, four or five courses are served.

b. A written menu should be prepared and placed at each table setting. The menu should contain the name of the organization giving the Dining-In; the date time, and location of the Dining-In; and the food to be served.

Program Planning

3-13. Sequence of Events. Although there is no strict format for conducting the Dining-In, the evening's activities are usually divided into three distinct parts: assembly, dinner, and social activities.

a. Assembly. During the assembly part, cocktails should be served, the receiving line formed, and any traditional unit ceremonies carried out. The ceremonies may include the mixing of a special punch or the installation of a unit trophy, insignia, or emblem in a special place of honor.

b. Dinner. The dinner part includes serving the meal, toasts, after dinner remarks, and any scheduled or impromptu events initiated by Mr. Vice or the members of the mess. The beginning and end of the dinner portion of the Dining-In are marked by the invocation and benediction as well as the posting and retiring of the colors.

c. Social Activities. The social activities part includes playing games, or any other scheduled activities. It may continue as long as interest, participation, and good sense warrant.

d. If the Dining-In is to be a matter of tradition, careful consideration must be given to planning the sequence of events. As little change as possible should be introduced into future Dining-In programs in order that tradition may be maintained and perpetuated. An outline of an accepted sequence of events for a Cadet Command Dining-in is at appendix C.

3-14. Ceremonial Toasts. While no longer spontaneous, the offering of ceremonial toasts is a traditional Army custom at the Dining-In. Although unit traditions and the desires of the commander dictate the procedures used, there are three general guidelines to be followed. First, the order and subject of each toast should be decided upon in advance and the President and guests should be advised of actions required of them. Second, toasts are usually offered at the conclusion of the meal, but they may be given before sitting down for the meal. When preliminary toasts are offered, they are made with the non-alcoholic wine appropriate for the first course. Third, a toast is only offered to an office or institution, never to an individual.

a. The most frequent toasts offered at the Dining-In are to the President of the United States, United States Army, division, regiment, and unit, and to the spouses and sweethearts, regardless of whether they are present. These toasts are given in descending order of rank or importance. It is customary for the junior officer present to offer the traditional toast to the United States Army. The following toast will be used at all Cadet Command functions to attest to the fact that Cadet Command is "for and about cadets":

Toast: "I propose a toast to Cadet Command."

Response: "To our cadets!"

b. If a foreign guest is present, his head of state is toasted after the President of the United States. When more than one country is represented, the President of the Mess proposes a collective toast to the heads of their several states, naming them in order of the seniority of the representatives present. To this collective toast, the highest ranking foreign officer present will respond on behalf of all guests by proposing a toast to the health of the host's head of state.

Toasts are an important and often ambassadorial part of the Dining-In. Consequently, they must be meticulously planned before the event to preclude error.

c. During the toast, members of the mess and guests stand with raised glass. Because several toasts are offered in succession, the member should not empty his glass when toasting.

d. Traditionally, the practice of using "gunners" is followed in some messes to ensure the beverage flasks are kept full and all the mess members' glasses are continually charged, for it is improper to toast with an uncharged glass. Usually, this duty is assigned to the junior person at each table.

3-15. Entertainment. Entertainment may be included in the formal and informal portions of the Dining-In.

a. Entertainment for the formal part of the Dining-in usually includes a speech by the guest of honor, background music, and a few limericks and ditties by members of the mess. Policing violations of the mess during the dinner and assessing penalties for those violations may also serve as a source of entertainment.

b. If entertainment is to be a part of the informal portion, there should be a distinct break between the formal and informal parts of the program. Following the formal part, the mess should be adjourned to the lounge or bar to allow the dining room to be cleared and prepared for the informal ceremonies. Each time the mess is adjourned and reassembled, the members allow the persons at the head table to depart and return before them.

3-16. Music. Background music during the dinner is encouraged because it tends to make the meal more enjoyable. Regimental airs, traditional military tunes, and dinner music are considered appropriate. Music may also serve as entertainment during the informal part of the program.

3-17. Limericks and Ditties. Certain messes include the tradition of chiding or poking good-natured fun at fellow members of the mess through limericks and ditties. This is a form of self-generated entertainment during the dinner hour and serves to enhance camaraderie and unit esprit while remembering the formality of the occasion. If they are used, limericks and ditties should be written in advance--and in good taste.

a. The procedure normally followed is for the member who wishes to propose a limerick to first secure permission from Mr. Vice and then present his limerick. If the humor in the limerick or ditty is not readily apparent to all members and guests of the mess, a brief explanation, but not to divulge the humor, should be offered so all present can share in the wit. Upon receiving a limerick, a group or a person is bound by honor to refute the remark before the close of the dinner hour, lest all present believe the remark to be true.

b. An example of a ditty to a cadet wanting to go to Airborne School with a low APFT score:

Cadet Jones would love to go Airborne
But instead he's sad and forlorn
His PT score is slight
And he fears any height

So he will always be left chairborne

Another possibility for a cadet desiring to be branched Aviation is:

With Aviation, his dream, in his sights
Cadet Leary learned flying at nights
There's a light on the tail
And one on each wing
So just fly in between all the lights

c. Limericks or ditties can be posed by a member of the mess to another regardless of rank. Items of personal or unit sensitivity, those which might cause embarrassment, and, of course, those detrimental to the officer's career are never proposed. It is imperative that all members of the mess remember the formality of the evening and the purpose behind limericks. Personal vendettas and attacks upon notable or sacred institutions, politics, and individuals are never in good taste. Remember, a limerick should be witty to all, elicit a response from the person being "attacked", be in good fun and taste and not cause the person making it or the recipient undue embarrassment.

3-18. Games. Games are an important part of the Dining-In tradition. If well planned and properly conducted, they tend to develop camaraderie and teamwork among the officers. Certain games require the units to select teams and conduct rehearsals before the Dining-In. This stimulates additional interest in the event and encourages officers to attend.

a. Imagination, common sense, and good judgment should govern the planning of games. Games that show irresponsibility and lack of self-discipline should be avoided. Remember, it is not necessary to be destructive or to have fun at the expense of others for the affair to be a success. Examples of such games can be anything from a balloon dart throw, to a more elaborate mini leader reaction course or a social "STRAC" lane.

b. If games are a part of the Dining-In, awards should be given to the winners. It is important that the awards be tangible objects such as plaques or certificates. Many recipients will cherish these momentos and display them proudly for years to come. They will serve as a reminder of the esprit de corps of the unit and help perpetuate the tradition of the Dining-In.

3-19. Rules of the Mess and Their Enforcement. During the dinner, the members of the mess are expected to conduct themselves with proper decorum and good taste. Any violations of the rules of the mess, breaches of etiquette, or anything else for that matter observed by other mess members will be subject to challenge. Any member of the mess wishing to challenge any other member for a violation of the rules or any other impropriety must first be recognized by Mr. Vice. Upon being recognized, the challenger stands, faces the President, and states his challenge. A typical exchange between a member of the mess and Mr. Vice might be:

Member of the Mess: "Mr. Vice, I request permission to address the President of the Mess."

Mr. Vice: "Granted, Sir" or "Denied, Sir." (If permission is granted, Mr. Vice says, "What is the nature of your inquiry?")

Member: "I wish to challenge Major Jones and ask that a penalty or fine be levied against him for toasting with an uncharged glass."

Mr. Vice: "Granted" or "So noted."

"Major Jones may rebut."

After the officer has presented his rebuttal, the President will rule on the validity of the transgression and, if appropriate, assess a penalty or fine.

a. Although many units levy fines for mess violators, it is recommended that some other form of penalty be used. Collecting money may lead to criticism of the person directing it and does not really punish the violator. Instead of imposing a fine, it is recommended that the violator be required to perform some feat of physical prowess or demonstrate his knowledge of some military topic within a very stringent time limitation. Examples are performing a "dance" such as the twist or naming the eight steps to Troop Leading Procedures. A penalty of this sort will deter further violations of the mess and serve as an added source of entertainment.

b. A list of common mess violations is shown at appendix D.

3-20. Color Guard Support. The posting of the colors is an important traditional ceremony associated with the Dining-In. Great care should be taken in selecting and training the Color Guard personnel.

a. The Color Guard should be recommended by the unit's command sergeant major. It should comprise a cadet noncommissioned officer in charge, a bugler, a drummer, a flutist, two color bearers, and two color guards. To present the most favorable impression, all members of the Color Guard should be approximately the same height.

b. The organization of the Color Guard from right to left is as follows: 1st guard, colors of the United States, Organizational colors, and the 2nd guard. The drummer and flutist play "To the Colors" as the colors are being presented. The bugler should be used to sound "Mess Call." If musicians are not available, "taped" music should be used.

c. The formality of the Dining-In should be maintained for the support personnel. The cadet noncommissioned officer-in-charge and members of the Color Guard should wear the green uniform with helmet liners appropriate for ceremony, branch scarves, and stripped pistol belts (or school equivalent).

Protocol

3-21. Guests and Invitations. Because the Dining-In is closed to all persons except the members of the command, the attendance of guests merits special attention. There are two types of guests, official and personal.

a. Official guests. Official guests are those guests who are invited by the President and hosted by the command. An example of an official guest is the guest of honor, who may be a distinguished civilian, a prominent foreign national, a senior official of the United States Government, or any other person whom the President wishes to honor. Officers of other armed services and the armed services of foreign nations are often invited as official guests. The expenses of the official guest(s) are shared by all the members of the mess.

b. Personal guests. Personal guests are invited only with the permission of the President of the Mess. If personal guests are permitted their expenses are paid by the persons who invited them.

c. Invitations should be formally extended to the members of the command about one month before the event. This will allow them sufficient time to plan for the event on their social

calendars, but not so far in advance as to preclude their knowing whether they can attend. The RSVP date of the invitation should be at least two weeks before the Dining-In. Guests should respond to the invitation within one week of its receipt.

3-22. Uniform and Dress. Because the Dining-In is a formal occasion, black tie is the appropriate attire. It is the designation used on invitations. Military personnel wear the black bow tie with one of four appropriate uniforms; Army blue, Army blue mess, Army white, or Army white mess. The "black tie" designation also implies the wearing of miniature medals on the Army blue mess or Army white mess uniforms and the wearing of ribbons and miniature or regular medals on the Army blue or white uniforms. Cadets should wear the Class A uniform or civilian equivalent. Military colleges should wear their school equivalent. A white shirt and bow tie is authorized for wear with the Class A, however, Cadet Command can not provide the shirt and tie nor should we require cadets to buy them. During the Spring semester, cadet seniors who have already purchased the Army Blue uniform may wear the uniform without shoulderboards. Civilian men wear a tuxedo or dark civilian suit; civilian women wear an evening dress or a dinner dress.

3-23. Receiving Line. The Dining-In may be embellished by a receiving line immediately before the cocktail period. If a large organization is conducting a Dining-In, its members may be directed to proceed through the receiving line at staggered intervals. In a smaller unit, the members may proceed through the line upon arrival.

a. Although a receiving line may be formed from the right or left, the preferred method is from right to left. It is formed in order of rank with the President of the Mess at the right of the line with the guest or guests of honor immediately to his left. The adjutant is positioned to the right of the President.

b. As the mess members proceed through the receiving line, they announce their names to the adjutant, but do not shake hands with him. The mess members should never assume that the adjutant will automatically remember their names, even though they may consider themselves to be friends. The adjutant will in turn introduce each mess member to the President; handshakes and greetings are exchanged. The President then introduces the mess member to the person on his left and the procedure is repeated throughout the receiving line. If the mess member's name is forgotten during the process, he should repeat it to the person being greeted. As they proceed through the line, mess members should always face the person being greeted and move promptly to the next person. Conversation with the members of the receiving line should only be engaged in briefly so as not to delay the line.

Chapter 4

Conducting the Dining-In

4-1. Agenda. After meticulous planning for the Dining-In is completed, the final key to a successful event is rigid adherence to the agenda. The sequence of events format at appendix C basically explains how the formal program should be conducted. This section provides further explanation of the main events of the Dining-In program.

4-2. Forming the Mess. Mr. Vice sounds the chimes to begin the formal portion of the Dining-In. The members of the mess move immediately into the dining room and stand behind their chairs.

The President leads the guests to their respective table assignments. The President then calls the mess to order, raps the gavel once, and announces, "Post the colors."

4-3. Posting the Colors. Before the President's command, the cadet noncommissioned officer in charge (NCOIC) places the Color Guard in a rank formation, the colors at the carry (slings), and the guards at right shoulder arms. Upon the signal of the President of the Mess to post the colors and with the role of the drum and sound of the flute, the column advances at half step to the front of the head table. The NCOIC then commands "Mark time," "Halt!" when the Color Guard is aligned. He then reports to the President, "Sir, the colors are formed." The President acknowledges his salute and replies, "Post the colors!" The NCOIC salutes, and the President acknowledges the salute. The NCOIC then marches the Color Guard to the stands, halts them, and faces them toward the flag stands. He then commands "Present arms!" and orders the color bearers to "Post the colors!" The colors are posted by the Color Guard in the following order: United States colors, United States Army flag, and organizational colors. After the colors are posted, the NCOIC commands, "Port arms!" then "Left face" He then commands "Right shoulder arms!" and marches the Color Guard to the nearest exit. Note: All commands by the NCOIC should be at a low tone and directly to the members of the Color Guard. If there is limited overhead space in the dining area, the colors and weapons should be carried at port arms.

4-4. Invocation. After the colors are posted, the President calls on the chaplain or other appropriate person to give the invocation. The invocation is optional and may be omitted or tailored so as not to prove offensive to persons of other sects or religions.

4-5. Toasts. Toasts are offered in accordance with the instructions stated earlier. As a reminder, all toasts should have been decided on in advance of the program.

4-6. Welcoming Remarks by the President and Introduction of Distinguished Guests. After the initial toasts, the President seats the mess, remains standing, and proceeds with his welcoming remarks. His remarks should set the tone for the formal part of the ceremony. He then introduces the distinguished guests at the head table. The guests rise when they are introduced and then take their seats. If there is a group of foreign dignitaries at the head table, the ranking official rises and introduces the other foreign guests, who stand when announced and then take their seats.

a. After the guests have been introduced, Mr. Vice rises and proposes a toast: "To our guests!" All members of the mess rise, hold up their glasses, respond, "Hear, Hear!" and drink the toast.

b. The President then announces, "Please be seated for dinner!" All members of the mess take their seats.

4-7. Actions During Dinner. At a large Dining-In, it is customary for the members of the mess to begin eating immediately after being served. This procedure results in part of the mess finishing its main course while the remainder is still eating. Often, this leads to excessive conversation among the mess members and other activities that may cause the dinner to degenerate into a loud, confusing affair. To prevent this from happening and to maintain better control over the tempo of the dinner, the President should announce that no one will start eating until he starts. Efficient mess personnel can accomplish this technique without letting the food of those being served first to become cold. Regardless of the procedure used to control the dinner, the key concern is to ensure that the food is still warm when the mess members eat it.

a. During the dinner, a member of the mess may wish to be recognized for some appropriate reason. If so, the member will stand and ask to be recognized by saying, "Mr. Vice, I have a point of order." Mr. Vice responds by calling the person's rank and name, at which time the member states his point of order in a polite and forthright manner. Mr. Vice may then solicit the recommendation or action of the President by saying "Mr. President, do you have a suggestion as to how such a heinous act should be dealt with?"--or take appropriate action on his behalf.

b. Smoking is not permitted during the dinner. After dinner, it is authorized only after the President orders the smoking lamp to be lit (university and facility rules apply). Smoking, if authorized, should not be done in the dining area, but rather in a separate room or area. The smoking lamp is a single candelabra with new white candles or a clear glass kerosene lamp. It should be placed on a lone table visible to the entire mess. If Mr. Vice is seated at a separate table in view of the entire mess, the smoking lamp is positioned on his table. He lights and extinguishes the smoking lamp as directed by the President. Regardless of whether smoking is permitted, the smoking lamp signifies the ending of the formal portion of the dinner and the beginning of the informal portion.

4-8. Introduction of the Guest Speaker and the Speech. The President introduces the guest speaker. The guest of honor's speech should be a short presentation on a subject entertaining or of professional interest to the members of the mess. It is delivered as the last item on the formal agenda of the mess and is normally the highlight of the evening.

4-9. Toast to the Guest Speaker. Formality dictates that Mr. Vice propose a toast "To our distinguished speaker!" at the end of the speech. Upon his proposal, all members of the mess rise, hold up their glasses, respond "Hear! Hear!" drink the toast, and sit down.

4-10. Informal Entertainment. A period of entertainment may be scheduled following the formal dinner. If so, the games and events should have been planned by an entertainment committee in accordance with the information provided earlier.

4-11. Retiring the Colors. Upon command of the President of the Mess, the NCOIC moves the Color Guard in reverse order to the front of the head table. The President commands, "Retire the colors!" Salutes are exchanged, and the NCOIC moves the Color Guard to secure the colors. He halts the detail and commands "Present arms!" The appropriate color guards secure the colors. The NCOIC commands "Port arms!" then "Right shoulder arms!" and marches the Color Guard at the half step to the nearest exit with the 1st color guard leading, followed by the colors of the United States. After the color guard clears the dining area, the colors are cased.

4-12. Adjourning and Departing the Mess. After the colors are retired, the President provides the appropriate closing remarks and adjourns the mess with two raps of the gavel. After the mess is adjourned, members should remain until the guest of honor and the President have departed. If there is to be an extensive delay in their departure, the President may allow members to leave at their discretion. Mr. Vice should be the last member to leave.

CHAPTER 5

Etiquette

5-1. What is Etiquette? Webster's dictionary defines etiquette as "the forms required by good breeding, social conventions, or prescribed by authority, to be observed in social or official life; the rules of decorum."

a. Etiquette is important in the official and social functions of the armed services. As representatives of the United States Government, Army officers are judged not only by their professional abilities but also by their manners in social and official life.

b. Although several tools of etiquette were discussed in previous chapters, there are some other important rules to be considered by persons participating in the formal Dining-In. These include the preparation of the guest list; the selection of the proper place setting for the table, glasses, and other eating utensils, and the use of socially approved table manners. This chapter highlights the most important of these rules as they pertain to the Dining-In.

Guests

5-2. Selection of Guest List. The selection of the guest list is an important function in the planning process for the Dining-In. It is prepared in accordance with the desires of the commander of the unit hosting the function. If the list includes dignitaries, coordination should be made with the appropriate protocol office to insure that the proper rules of etiquette and protocol are adhered to. Some of these are as follows:

a. If the guest of honor is staying in a private home during his visit it is courteous to include his host in the guest list.

b. If a foreign guest is invited to the Dining-In, it is appropriate to invite persons who have visited or have a special interest in the guest's country.

c. Language must be considered. If a foreign guest does not speak fluent English, it is important to have someone who speaks his language seated nearby to act as an interpreter or table companion.

d. The personality and interests of the guests should be considered in the seating arrangements. A person or persons with similar interests should be seated next to the guests.

e. Protocol requires that guests at the Dining-In be seated according to rank.

Invitations

5-3. Format. Invitations to the formal Dining-In may be fully engraved, partially engraved, thermographed, or handwritten on the first page of folded white or cream-colored note paper. The paper should be six by seven or five by eight inches in size. Popular letterings are script and shaded antique Roman. The unit crest or insignia may be engraved on the paper. The invitations should be written in the third person and issued two or three weeks before the social occasion.

5-4. Wording. The following general rules apply to the wording of formal invitations:

a. Abbreviations and initials are to be avoided in the preparation of formal invitations. Exceptions are: "Mr. ," "Mrs. ," "Ms. ," and "R.S.V.P". In those cases where an initial is always used in place of a first name, that initial may be used. For example, Lieutenant H. Perry Jones.

b. The date and hour should always be spelled out, but only the day and month are capitalized: Saturday, sixth of August. The year designation is never used in an invitation. The time on an invitation should be shown using standard time, not the 24-hour clock system, (that is, seven o'clock--not nineteen hundred hours).

c. Ranks, titles, and names are written in full: "Major General," "Lieutenant Colonel," etc. The exception to this rule is that "Second" and "First Lieutenant" are designated "Lieutenant."

d. The person or persons issuing or acknowledging invitations should refer to themselves by their full names: "Captain and Mrs. Paul Smith, Junior." (When the name is very long, "Jr." is correct). Guests or hosts, however, are designated by their last names only: "Major and Mr. Brown" or "Major and Captain Ulin."

e. "Black Tie," engraved in the lower right-hand corner of the invitation, means the dinner dress uniform or tuxedo.

f. R.S.V.P. means a reply is mandatory.

g. "Regrets only" means that only those who cannot attend the function need reply. When many guests are invited, this keeps correspondence to a minimum. When a telephone number appears on the invitation, you may answer by phone.

5-5. Replies to Formal Invitations. Follow these general rules when replying to formal invitations:

a. Replies should be written within 48 hours, preferably PM hours after receipt of the dinner invitation.

b. Replies are handwritten in the third person on the first page of folded white or cream-colored note paper.

c. An acceptance should include your own full title and name; the title and surname of the host; and the date, time, and place of the social event.

d. A regret should include the same information as listed in paragraph 5-3, except it should make no reference to the time or place of the event.

e. After accepting a formal invitation, you are committed to the event over all other invitations.

Place Settings

5-6. Formal Place Settings. Some important tips related to the table setting and the use of the utensils found there are as follows:

a. It is customary for the waiters to remove each set of knives and forks, used or unused, and each glass as the course for which they were set is finished.

b. A service plate will be part of the table setting, but it is not intended for use.

c. The table setting for a formal dinner has no butter plate. If bread is served, it should be placed on the table near the upper left edge of the plate.

d. A finger bowl is usually served before the last course on the plate intended for that course. Often a lace doily is under the finger bowl. The finger bowl and doily should be removed, and the bowl should be placed upon the doily to the upper left of the plate. The fork and spoon should be removed from the plate and placed to the left and right of the plate, respectively. Finger bowls will normally be served after any course that requires the use of the hands.

5-7. Forks. No more than three forks, not counting the oyster fork, and three knives are placed on the table when it is set. Butter knives and plates are never a part of the formal table setting.

5-8. Wine Glasses. The types of wine glasses used depend upon the menu. Arrangement will always be according to size so that small ones are not hidden behind larger ones.

a. The water goblet is directly above the knives or to the right of the plate; at a slight distance to the right is the champagne glass; in front of and between these two glasses is the red wine glass or white wine glass; then further to the right is the sherry glass. Instead of grouping the glasses on the table, some mess personnel place them in a straight row slanting downward from the goblet at the upper left to the sherry glass at the lower right.

b. The shape of the wine glass should be considered in the place setting. Wine glasses should be picked up by the stem rather than the bowl. This helps to keep chilled non-alcoholic wines cool and enables one to appreciate the colors of the wine.

5-9. Serving. The waiter will always serve the dishes from the diner's left and the beverages from the right. After the table is completely cleared, dessert will be served. At the end of the dinner, coffee and liqueurs may be served.

Table Manners

5-10. General. Mastery of correct table manners is each person's responsibility. Some important tips are outlined below, but they are certainly not all inclusive. If in doubt as to a certain aspect of table etiquette, consult one of the many excellent etiquette sources, two of which are Emily Post's Etiquette and Gretha D. Swartz's Service Etiquette.

5-11. When to Start Eating. To ensure better control of the dinner, the President of the Mess should announce when he desires for the members to start eating. If this procedure is not in effect, it is appropriate to begin eating when those around you have been served.

5-12. Selection of Silver. Silver is arranged to allow for the use of utensils farthest from the plate first, so take the next item in order with each succeeding course.

5-13. Use of the Knife. The knife is always held in the right hand, with the handle in the palm and the index finger along the back of the blade. After the knife is used, it should never be placed on the table. Instead, the knife should be placed across the upper half of the plate or on the right side of the plate, with the blade facing in.

5-14. Use of the Fork. The fork is held in the left hand while being used with the knife to cut food. The handle of the fork will rest in the palm, with the index finger extending along the back. At all other times, the fork is preferably held in the right hand, tines up, with the handle controlled by the thumb and first two fingers. The end of the handle should extend out between the thumb and index finger. After the fork is used, it should be placed on the plate below the knife or at the left and parallel to the knife with the handle at the right and the tines up.

5-15. Use of the Spoon. When used to eat soup, the spoon should be dipped away from the diner, and then the side of the spoon placed to the diner's lip. When finished with the soup course, the diner should place the spoon in the soup plate with the bowl up, handle resting on the right rim of the plate. The spoon should not be placed on the under plate unless a light soup or consommé has been served in a cup or bowl at which time the spoon bowl is placed up on the right side of the under plate. When a spoon is used with coffee or tea, it should be placed with the bowl up on the right side of the saucer.

5-16. Napkins. Napkins are placed on the place plate at formal dinners. After the invocation has been said, the diner should place the napkin, half unfolded, in his lap. To place the napkin smoothly, it should be picked up by the right top corners and spread in one motion across the lap. At the end of the meal, the diner should place the napkin unfolded at the right of the plate.

5-17. How to Eat Chicken and Other Fowl. Broiled or fried chicken should be held with the fork in the plate while the meat is stripped off the bones with the knife. If the chicken is not greasy, the diner may hold it in his left hand against the plate while he strips the meat off with the fork.

5-18. Salad. Salad is cut and eaten with a fork. When iceberg lettuce is served, it may be cut with a knife and fork, then eaten with the fork.

5-19. Ice Cream. Ice cream is served with a fork and/or spoon. The fork is for the solid part, the spoon for the softer part. It is always eaten with a spoon when served in a sherbet glass.

5-20. Finger Bowl. Finger bowls are frequently offered at formal meals after the serving of any food that is greasy or that must be handled. It is filled three quarters full with warm water. Only the fingertips, one hand at a time, are dipped into the bowl. The hands may be dried on the napkin.

5-21. Handling Glasses. Long-stemmed water goblets or wine glasses should be held with the thumb and first two fingers at the base of the bowl. Small-stemmed glasses are held by the stems, and tumblers are held near the base

APPENDIX A

Basic Duties Checklist for Dining-In Committees

A-1. Program Committee

- a. Plan the sequence of events.
- b. Prepare and publish a detailed agenda for conduct of the Dining-In.
- c. In coordination with the Protocol Committee, prepare the appropriate toasts for the Dining-In.
- d. Plan the entertainment. This includes games, music, or any other activities decided upon.
- e. Obtain awards to be presented to the winners of the games, if included.
- f. Arrange for public affairs coverage. This includes a photographer.
- g. Prepare a script for the President.
- h. Prepare reminder cards for the President and other key personnel who are scheduled to propose a toast.

A-2. Dining Room Committee

- a. Coordinate with the facility for the appropriate table and seating arrangements. A formal contract may be required.
- b. Prepare place cards. The cards should be prepared so that the lettering is readable from the standing position. Only the person's grade and last name are printed on the card. Coding for the meal selection may also be included.
- c. Prepare centerpieces for the tables.
- d. When appropriate, check and clean the unit's silver, crystal, and china.
- e. Request a podium with lights and microphones. The microphones should be conveniently located for the President, Mr. Vice, and the guest speaker.
- f. Arrange for two red carpets for the receiving line. They are to be arranged in the shape of an "L."
- g. Arrange for the appropriate flags and colors with stands.
- h. Ensure that the unit trophies, relics, and souvenirs are present and in good order.
- i. Obtain a gavel and board to be positioned at the President's table.
- j. Obtain a set of dinner chimes for Mr. Vice's table.
- k. Obtain a candelabrum or kerosene lamp to serve as a smoking lamp.

A-3. Mess Committee

- a. Reserve the dining facility for the appropriate date and time.
- b. Coordinate with the club on the selection of the menu.

- c. Coordinate with the facility manager for the time and method of serving the food courses.
- d. In coordination with the Program Committee, prepare the menu card and program.
- e. If a Punch Ceremony is part of the predinner activities, ensure the required ingredients are available.
- f. Establish a system for collecting funds from the attendees and payment of the mess charges.

A-4. Protocol Committee

- a. Coordinate with the commanding officer or President of the Mess in preparation of the guest list.
- b. Prepare and mail invitations to the guests at least sixty days before the Dining-In.
- c. Distribute invitations to the members of the command at least thirty days before the Dining-In.
- d. Advise the Dining Room Committee on the seating arrangements.
- e. Prepare the seating chart and post it in the lobby of the mess on the afternoon of the Dining-In.
- f. Prepare a biographical sketch of the guest speaker and other guests as required.
- g. Brief the President on protocol matters as required.
- h. Plan for and establish the receiving line.
- i. Prepare "thank-you" letters for the commander's signature and mail them to the guests following the Dining-In.
- j. Coordinate with and assist the Program Committee in the preparation of toasts.
- k. Coordinate with and assist the Dining Room Committee in the establishment of the flag line.

APPENDIX B

Punch Ceremony

B-1. General Guidance. The Punch Ceremony is held before the dinner either in an area adjacent to the dining room or in the dining room itself. The purpose is to provide a proper forum for celebrating unit history and values by concocting a punch mixture. The ingredients of the punch may or may not have some actual importance in the unit history, but at least they will be offered as appropriate symbols. Within Cadet Command, ingredients will be used to represent the history, philosophy and values of the command. At the conclusion of the ceremony, the punch will be yellow or gold in color. The procedure requires a Master of Ceremonies, Master of Punch, mixer(s), and assistants. Their duties are discussed below. Members of the mess stand around the perimeter of the ceremony site (although not next to nor behind the VIPs and guests), or may be seated at their tables if the ceremony is held in the dining room. See the diagram below.

a. The Master of Ceremonies serves as the narrator during the ceremony. He (or she) explains the punch-mixing procedures, and oversees the functioning of the ceremony.

b. The Master of Punch ensures that the proper ingredients are added in the required amounts at the appropriate times. He (or she) presents each ingredient to the presiding officer for approval before mixing, and presents the first cup of the punch to the presiding officer after the punch is fully mixed. Units may prefer to have the junior officer or Mr. Vice determine the fitness of the punch before offering it to the presiding officer.

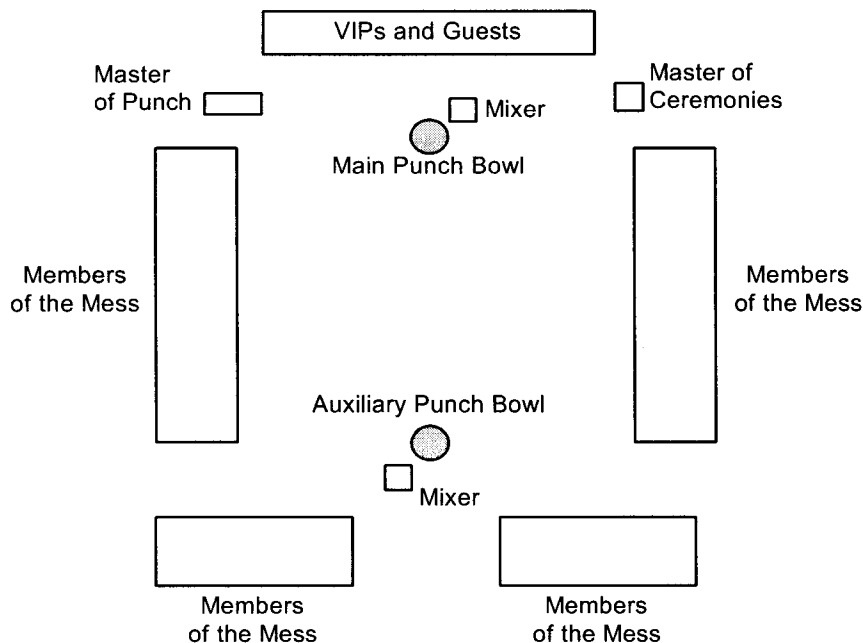


Figure B-1. Punch Ceremony Schematic for a Large Dining In.

c. The mixer pours the contents into the punch bowl in accordance with the directions given by the Master of Punch. If auxiliary punch bowls are used at a large gathering, additional mixers must be assigned to mix the punch in accordance with the Master of Punch's instructions and follow the lead of the mixer at the main punch bowl.

d. A sufficient number of assistants should be detailed to serve a cup of punch to each VIP and official guest. Assistants are initially positioned near the Master of Punch and come forward when needed to do their duties. They should also assist in serving the mess members as they file past the punch bowls.

e. When invited to do so by the presiding officer, members of the mess file past one of the punch bowls to receive a cup of the punch.

f. It is Cadet Command policy that alcoholic beverages will not be served (nor used in the punch) at any cadet functions.

B-2. Ceremony Procedures.

a. The Master of Ceremonies reads a witty narrative describing the ingredients of the punch and their significance to the members of the unit.

b. Regardless of the narrative, the Master of Ceremonies calls out each ingredient of the punch, and as each beverage is named, the Master of Punch takes it to the presiding officer for approval. After approval is obtained, the Master of Punch returns to the main punch bowl and pours the contents into the bowl. As ingredients are added, the mixer gently stirs the contents. When auxiliary punch bowls are used, the other mixers follow the Master of Punch's lead and pour appropriate ingredients into the auxiliary punch bowls.

c. As soon as the punch is complete, the Master of Ceremonies tests the punch in some fashion and directs to the Master of Punch to present the first cup to the presiding officer for his (or her) approval. Upon approval, the assistants give each member of the official party a cup of the punch.

d. The presiding officer invites the other members of the mess to file past the punch bowls in equal lines. Assistants fill and serve punch cups as members file past. The arrangement of the mess members into equal groups or sections and the designation as to which punch bowls they are to use should be planned in advance by the Mess Committee.

e. After all members have filled their cups and returned to their places, the presiding officer proposes: "Ladies and gentlemen, I propose a toast to our heritage and to those men and women who have gone before us. May we serve our country and _____ (unit designation) in honor." The appropriate response by the mess members is: "To (unit designation)!"

B-3. Script for the Mixing of Cadet Command Punch. Ingredient identities and proportions are listed at the end of this script. All members of the mess may either stand or be seated for the ceremony, as the presiding officer directs.

Master of Ceremonies: Moves to podium. “It is time for the Master of the Punch to come forward to prepare a punch in the centuries old tradition begun by the world’s first Warrior Leaders.”

Master of Punch (and mixers and assistants): Move(s) to ceremonial positions.

Master of Ceremonies:

“Cadet Command Punch is enjoyed by cadre and cadets wherever they gather: At socials such as this, during the heat of a Squad Situational Training Exercise, at RECONDO as a source of courage, or at any time a true warrior leader feels the need. Cadet Command Punch is a substantive brew of proven medicinal value. It will cure what ails you. It can ward off the winter’s chill or give relief from the summer’s heat. Like the new lieutenants it sustains, there is no finer punch in all the land.”

“True warrior leaders maintain a base for the punch near their homes at all times and enjoy it at their leisure. In preparation for our gathering here today, I took a quantity of my private stock, sealed it in a canteen, and buried it beneath Dog Beach at Fort Monroe. There it has been aging and, as tradition requires, on a moonless night earlier this week, we dug it up and will now lay it down as a base for our punch.”

Master of Punch: Approach the presiding officer with ingredient #1.

Master of Ceremonies: “Ladies and gentlemen, the base for our punch is drawn from the moat surrounding Fort Monroe, in a special spot near the north gate, opposite the Cadet Command headquarters building. To give our punch a proper chill this evening, we will pour the base over small blocks of ice removed from the moat last January, when it froze over for the first time in many years.”

Master of Punch: “(To the presiding officer, but loud enough for all to hear) Sir! (or Ma’am!) I present the base for Cadet Command punch for your approval.”

Presiding Officer: “(After visually examining the base) It is a fine base! It is well aged, yet shows the colors of the new Spring tides. The jelly fish have been sifted out, and there is no sign of the ducks or other water fowl that sometimes foul the water. I approve this base for our punch. You may mix the punch.”

Master of Punch: Returns to the punch bowl. Designated assistant(s) come forward with pre-cut blocks of vanilla ice cream and place the blocks in the bottom of the punch bowl(s). Then the Master of Punch pours the base (ingredient #1) into the bowl.

Note: for all subsequent ingredients, the Master of Punch approaches the presiding officer with each ingredient during the narration by the Master of Ceremonies. When the Master of Ceremonies completes each passage, the Master of Punch silently presents the ingredient for approval, and the presiding officer silently nods approval. The Master of Punch returns to the punch bowl and adds the ingredient to the punch.

Master of Ceremonies: “Charge Two is a highly spirited beverage drawn from the heartland of America. It represents the values that make the nation great, and the spirit with which those values will be defended by our cadets. Upon being commissioned, cadets take an oath to support and defend the Constitution of the United States. This document, created more than two centuries ago after our Nation’s valiant struggle for independence, is the keystone of our way of life. Its powerful words only have meaning as long as we are willing to support and defend them. As each Army cadet becomes a commissioned officer, he or she is honor bound to provide our Constitution with the staunch support and brave defense that guards our future.”

Master of Punch: Adds ingredient #2 to the punch.

Master of Ceremonies: “Charge Three is a finely ground powder of Second Lieutenant gold bars. This powder represents Honor. Honor is significant in two ways for our cadets. Serving the people of the United States as a commissioned officer is an honor afforded only to a small fraction of young men and women. More importantly, ‘with honor’ describes how an Army cadet will serve upon being commissioned. Honor encompasses integrity and dedication. It is the thread which holds together the fabric of our Army. Serving with honor begins in the cadet years and builds throughout a career. Such service requires great dedication and energy, and, as you may be able to see, as this ingredient is added to the punch, energy is clearly being released in the punch which will sustain anyone who drinks it.”

Master of Punch: Adds ingredient #3 to the punch.

Master of Ceremonies: “Charge Four is a special nectar drawn from the far away places where cadre and cadets serve as members of Cadet Command. It represents the philosophy of mission first and people always. The Army cadet who lives by these words will get the job done and care for the people who make it happen. Commissioned officers are entrusted with the well being of the men and women who make up the unit team. The leader who cares for people will earn the respect and dedicated service of those men and women, assuring that even tough missions are accomplished.”

Master of Punch: Adds ingredient #4 to the punch.

Master of Ceremonies: “It is fitting that a colonial ale serves as Charge Five for our punch. It represents the legacy of the Army dating back to colonial times when our fledgling Army won our independence. This legacy has been enriched by each generation that served in time of peace, to safeguard our security, and in time of war, to secure the victory that would guard our freedoms. The tradition of the Army cadet is to live up to the magnificent example set by their predecessors as the guardians of liberty.”

Master of Punch: Adds ingredient #5 to the punch.

Master of Ceremonies: “Charge Six is a light, healthy juice that represents the cadets of today. Army cadets are competent Americans who are molded into superior leaders by the officers and noncommissioned officers who make up Cadet Command. The skills of the Army cadet are enhanced outside the classroom, at training exercises, at Advanced Camp, through events such as

Ranger Challenge, and various other developmental training activities. The Army cadet dedicated to excellence will become an officer who is both a war winner and a respected leader.”

Master of Punch: Adds ingredient #6 to the punch.

Master of Ceremonies: “Next, a mysterious, smooth elixir serves as Charge Seven. It represents cadet futures. Army cadets are indeed the Army’s future officer leadership. Into the hands of Army cadets across the Nation will be placed the responsibility of leading the outstanding young Americans who fill the enlisted ranks of our Army. Our cadets will be challenged to maintain and strengthen our Army -- to determine and master the future skills needed to keep the Army strong in service to the nation.”

Master of Punch: Adds ingredient #7 to the punch.

Master of Ceremonies: “The final charge is a tart, light green beverage that sometimes has a bitter taste. It represents obligation to duty, to put mission and other people ahead of one’s own personal desires. Doing one’s duty encompasses all the traits inherent in being an Army cadet and an Army officer. Duty is the most sublime word in our language. Do your duty in all things. You cannot do more. You should never wish to do less.”

Master of Punch: Adds ingredient #8 to the punch.

Master of Ceremonies: Takes a large spoon or ladle and stirs the punch, then pours self a small serving and takes a small, cautious sip. He (or she) then states to the members of the mess one of the following two statements, as appropriate for the occasion:

“This punch seems excellent!” --- OR ---

“This punch is not quite right -- something is missing. What have we forgotten?”
(At this point in the ceremony, unit-specific ingredients may be added to complete the punch.)

Master of Ceremonies: “Now, I will have the most expendable member of the mess drink fully of this wonderful concoction and provide us with proof that it is fit for consumption and give us an opinion as to its flavor. _____ (junior officer present or Mr. Vice), come forward and sample the punch.”

Master of Punch: Pours a full cup of the punch and hands it to _____ (junior officer present or Mr. Vice), who drinks it all quickly and pauses (for effect) to await any adverse effects.

Master of Ceremonies: (After it is clear that the punch has no ill-effects) “_____ (junior officer or Mr. Vice), what say you about this punch?” The person responds with “It is as fine a batch as it has ever been my privilege to sample!”

Master of Ceremonies: “(Name of the presiding officer or distinguished guest), would you please do the honor of tasting our punch and declaring it fit to drink?”

Master of Punch: Pours a cup of the punch and hands it to the presiding officer or distinguished guest.

Presiding Officer or Distinguished Guest: (Samples the punch and announces) “This is a fine fettle of a punch -- well suitable for all present. I invite all members of the mess to join me in enjoying it.”

Master of Punch and assistants: Serve punch to the official party, and then to the other members of the mess as they file past the punch bowl(s), get a cup of punch, and return to their designated positions. All members of the mess stand and remain standing as the punch is served.

Presiding Officer or Distinguished Guest: Once everyone is in position, proposes the traditional toast: “Ladies and gentlemen, I propose a toast to our heritage and to those men and women who have gone before us. May we serve our country and Cadet Command in honor.”

Members of the Mess: All respond “To Cadet Command!”

This concludes the Punch Ceremony. Members may enjoy their punch and socialize with one another until (shortly thereafter) the Master of Ceremonies or Mr. Vice signals for the mess to assemble. On the signal, if the punch ceremony is held in an area outside the dining room, all mess members leave their punch cups or glasses in this area, enter the dining room, and stand behind their chairs to await the entrance of the official party. If the ceremony is held in the dining room, all mess members place their cups or glasses on the table and remain standing behind their chairs until invited to be seated.

Ingredients. Proportions are listed in measures of cups (eight fluid ounces). As written, this recipe produces one gallon of punch. Assuming that four ounces (or half a cup) of punch are served in each punch cup, each gallon of punch will serve up to 32 people. All liquid ingredients used are to be very well chilled. All ingredients will be placed in appropriate, ceremonial containers prior to the ceremony.

The “blocks of ice” at the beginning of the mixing ceremony are blocks of vanilla ice cream. The blocks should still be thoroughly frozen and should be pre-cut into pieces about the size of sticks of butter (about one inch square cross-section, about four inches long). For each gallon of punch to be made in the punch bowl, place eight such blocks in the punch bowl.

- #1 3 cups water with yellow food coloring added. (Add one-half teaspoon of yellow food coloring to the water prior to the ceremony.)
- #2 4 cups Sprite.
- #3 One “scoop” (about two tablespoons) powdered (lemon-lime) Gatorade mix, sprinkled over the entire surface of the punch, which will cause some fizzing of the mixture.
- #4 3 cups pineapple juice.
- #5 2 cups sparkling (effervescent) cider.
- #6 1 cup orange juice, preferably a frozen mix variety.
- #7 2 cups Mello Yello.
- #8 1 cup limeade, preferably a frozen mix variety.

APPENDIX C

Sequence of Events Format

Times	Events	Remarks
1900	Members and guests arrive.	Upon arrival, the members proceed through the receiving line.
1900	Cocktails.	After the members go through the receiving line, they proceed to the cocktail area.
1940	Announcement by Mr. Vice for the personnel to take their places in the mess.	The members take their places behind their chairs. The smoking lamp is out.
1945	The President calls the mess to order.	One rap of the gavel.
1946	The President orders the posting of the colors.	Color Guard posts the colors.
1951	Invocation by the chaplain.	
1952	Toasts.	At this time, toasts are usually presented to the United States, the President, the Army, Cadet Command and the unit.
1955	The President announces:	"Take your seats!"
1956	Welcoming remarks by the President.	
1958	The President introduces the guests at the head table.	Applause is held as an appropriate toast will be proposed by Mr. Vice.
2000	The President seats the mess and dinner is served.	The members start eating only when authorized by the President and after Mr. Vice has announced that the food is fit for human consumption.
2045	The President calls for a break with two raps of the gavel.	Members adjourn to the lounge or bar.
2100	Members return to the mess and remain standing until seated by the President with one rap of the gavel.	Dessert is served

Times	Events	Remarks
2115	Smoking lamp is lit by Mr. Vice.	Upon direction of the President.
2116	The President introduces the distinguished speaker.	
2117	Speech.	
2140	After conclusion of the speech, Mr. Vice proposes a toast to the distinguished speaker: "To our distinguished speaker."	Everyone rises and responds: "Hear! Hear!"
2141	Benediction by the chaplain.	
2142	The President calls for the retiring of the colors.	Color Guard retires the colors.
2148	The President gives the closing remarks.	
2147	The President adjourns the mess with two taps of the gavel.	Members of the mess remain standing behind their chairs until the guests have left.
2200	Afterdinner entertainment commences.	As planned.

Note: These times merely illustrate the approximate duration of each of the events.

APPENDIX D

Violations of the Mess

- D-1. Untimely arrival at proceedings.
- D-2. Smoking at the table before the lighting of the smoking lamp.
- D-3. Hagglng over date of rank.
- D-4. Inverted cummerbund.
- D-5. Loud and obtrusive remarks in a foreign language.
- D-6. Improper toasting procedure.
- D-7. Leaving the dining room without permission from the President of the Mess.
- D-8. Carrying cocktails into the dining area before the conclusion of dinner.
- D-9. Foul language.
- D-10. Toasting with an uncharged glass.
- D-11. Wearing a clip-on bow tie at an obvious list.
- D-12. Failing to applaud particularly witty, succinct, sarcastic, or relevant toasts, unless following the example of the President.
- D-13. Hagglng over penalties or fines imposed.

STEWART W. WALLACE
Major General, U.S. Army
Commanding

OFFICIAL:

ROY F. ZINSER, JR.
Colonel, GS
Chief of Staff